

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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PHILIP L. BROWNING  
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December 15, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE EXTENSION OF FIVE GENERAL RELIEF  
OPPORTUNITIES FOR WORK (GROW) ORIENTATION, RAPID EMPLOYMENT AND  
PROMOTION AND JOB SKILLS PREPARATION CLASS SERVICES CONTRACTS  
AND ONE GROW PROGRAM SUPPORT SERVICES CONTRACT  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) continues to require the services of five contractors to provide Orientation, Rapid Employment and Promotion and Job Skills Preparation Class (JSPC) services to the County's GROW Program participants. These services assist participants in obtaining employment. DPSS recommends that the County extend these contracts for two years. The California Department of Social Services (CDSS) has approved our request to extend these contracts based upon the Contracts Extension/Reduction Initiative. In addition, DPSS continues to require the services of Los Angeles County Office of Education (LACOE) to provide GROW Program Support Services. The Department recommends that this contract also be extended.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of DPSS or his designee to prepare and execute contract amendments, in substantially similar form as the enclosed (Enclosure I), with five current GROW Orientation, Rapid Employment and Promotion and Job Skills Preparation Class services (GROW Job Services) contractors for the locations and amounts indicated on Enclosure II. The amendments extend the terms of the contracts for a period of two years effective January 1, 2010 through December 31, 2011 at an estimated cost of \$13,011,048 including \$300,000 in maximum possible bonuses. This estimated cost will be partially offset by federal funds allocated for the Food Stamp Employment and Training (FSET) program.

*"To Enrich Lives Through Effective And Caring Service"*

2. Delegate authority to the Director of DPSS or his designee to prepare and execute a contract amendment, in substantially similar form as Enclosure III, with LACOE for GROW Program Support Services. The amendment will extend the term of the contract for a period of two years effective January 1, 2010 through December 31, 2011 at an estimated cost of \$4,509,332. This estimated cost will be partially offset by federal funds allocated for the FSET program. Funding for the amendments is included in the FY 2009-10 Adopted Budget.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to continue to provide vital job services to the County's GROW Program participants to help them obtain jobs and achieve self-sufficiency. Additionally, it will allow LACOE to continue vital GROW Program Support Services, which include technical and training support to the GROW Job Services contractors, as well as specialized job club classes to GROW participants.

As a result of the Contracts Extension/Reduction Initiative, each contractor submitted cost reduction proposals ranging from 3 percent (3%) to 7 percent (7%) in exchange for a two-year extension. Based on the reduction proposals, the estimated cost savings is \$617,184 for the two-year period (\$308,592 annually) for the GROW Job Services contracts. LACOE submitted a 3% cost reduction proposal for the GROW Program Support Services contract which would result in an estimated cost savings of \$139,464 for the two-year period (\$69,732 annually).

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #2: Children and Families' Well-Being, Strategy 1: Client-Center Integrated Services: Develop and implement client-centered approaches through integrated services and best practices.

### **FISCAL IMPACT/FINANCING**

The total cost of the extension for the five GROW Job Services contracts for the two-year period is \$13,011,048 which includes a \$60,000 maximum bonus amount per agency where applicable. As a result of the cost reduction proposals submitted by each contractor, the estimated cost savings for the GROW Job Services contracts is \$617,184 for the two-year period (\$308,592 annually). The total cost of extending the GROW Program Support Services contract for the two-year period is \$4,509,332. The estimated cost savings for the GROW Program Support Services contract is \$139,464 for the two-year period (\$69,732 annually). The costs of extending both contracts are partially offset by federal funds allocated for the FSET Program. DPSS estimates that the two-year extension costs will be offset by FSET revenue and the remaining funded with net County cost. Net County cost is estimated at \$9,461,005.

Funding for both contract extensions is included in the Department's FY 2009-10 Adopted Budget. Funding for future fiscal years will be included in the Department's annual budget requests.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current contracts for these services expire on December 31, 2009. The recommended contract amendments will extend the current contracts at the reduced rates. The contracts with LACOE include provisions to adjust payments based on actual expenses incurred.

The contract amendments have been approved as to form by County Counsel.

## **CONTRACTING PROCESS**

The six current GROW Job Services contracts were awarded in 2006 as a result of a Request for Proposals process. The uncertainty of the State's budget delayed the Department's ability to complete a competitive solicitation process before the contracts expired on June 30, 2009. On June 2, 2009, your Board approved a six-month extension of these contracts through December 31, 2009.

In November, LAUSD informed the Department that it no longer wished to be a GROW services contractor after the current contract expiration date of December 31, 2009. The GROW services in the locations currently provided by LAUSD have been offered to Jewish Vocational Service (JVS), Managed Career Solutions (MCS) and Weingart Center Association. These agencies have tentatively accepted the increased service/site responsibilities pending Board approval of the contract amendment extensions:

- San Fernando/Sun Valley and Glendale – JVS
- Metro Special – Weingart
- Pasadena – MCS

The Chicana Service Action Center GROW contract was previously expanded in July 2009 when LAUSD discontinued services at the San Gabriel Valley and Pomona GROW sites, therefore, they were not offered additional locations at this time.

Due to the restructuring of the Department's General Relief Program, DPSS intends to pilot a revised Rapid Employment and Promotion program at the LACOE GROW sites: South Special, South Central and Southwest Special. This would amend the Statement of Work in both LACOE's GROW Job Services contract and its Program Support Services contract.

The GROW Program Support Services contract was negotiated as a contract with a public education institution, as permitted by CDSS regulations Section 23-650.1.12. As the Program Support Services contract complements and supports the GROW Job Services contractors, the Department recommends that it be extended for the same two-year period.

## **CONTRACT PERFORMANCE**

The monitoring of the GROW Job Services contracts is performed on a quarterly basis. Based on monitoring results for the period of January 1, 2009 through June 30, 2009,

the contractors are in compliance with the contract requirements. The monitoring of the GROW Program Support Services contract is performed on a semi-annual basis. Based on results for the period of January 1, 2009 through June 30, 2009, LACOE is in compliance with the contract requirements.

The expected performance outcome for these contracts is to prepare Los Angeles County GROW participants to seek and obtain full-time unsubsidized employment. The unemployment rate in the County has increased dramatically since these contracts were awarded in 2006 when placement rates were established. As a result, the competition for available jobs has also increased.

### **IMPACT ON CURRENT SERVICES**

The recommended action will permit the uninterrupted provision of job services to GROW participants. The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Public Social Services.

Respectfully submitted,



Philip L. Browning  
Director

Enclosures (3)

PLB:mg

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors  
Deputy Chief Executive Officer

ENCLOSURE II

RECOMMENDED GROW ORIENTATION, RAPID EMPLOYMENT AND PROMOTION AND JOB SKILLS PREPARATION CLASS  
SERVICES (I.E., DIRECT SERVICES) CONTRACT EXTENSION AMOUNTS  
FOR PERIOD OF JANUARY 1, 2010 THROUGH DECEMBER 31, 2011, BY AGENCY

Agency	DPSS GROW Sites	Total 24-month extension cost	Total Bonus Provision Allowance
Chicana Service Action Center	Metro East San Gabriel Valley Pomona	\$804,432 \$609,360 \$326,256 <b>\$1,740,048</b>	\$60,000
Jewish Vocational Service	Lancaster Rancho Park Glendale San Fernando/Sun Valley	\$646,272 \$705,144 \$377,184 \$419,616 <b>\$2,148,216</b>	\$60,000
Los Angeles County Office of Education	South Central South Special Southwest Special	\$1,144,896 \$2,011,560 \$2,058,048 <b>\$5,214,504</b>	\$60,000
Weingart Center Association	Civic Center Metro Special	\$991,824 \$1,644,960 <b>\$2,636,784</b>	\$60,000
Managed Career Solutions, Inc.	Wilshire Special Pasadena	\$513,864 \$457,632 <b>\$971,496</b>	\$60,000

**TOTAL** **\$12,711,048** **\$300,000**

**AMENDMENT NUMBER TWO  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES AND  
CONTRACTOR TO PROVIDE  
GENERAL RELIEF OPPORTUNITIES FOR WORK ORIENTATION, RAPID EMPLOYMENT  
AND PROMOTION AND JOB SKILLS PREPARATION CLASS SERVICES**

Reference is made to the Agreement entitled "General Relief Opportunities for Work Orientation, Rapid Employment and Promotion and Job Skills Preparation Class Services contract by and between \_\_\_\_\_ and the County of Los Angeles Department of Public Social Services" dated June 29, 2006, and Amendment One, dated June 22, 2009, and further identified as County Contract Number CMD \_\_\_\_ (hereinafter referred to as "Contract").

This Amendment shall be effective as of January 1, 2010 or upon execution by the Director, Department of Public Social Services, whichever is later.

WHEREAS, Section 17000.6(f) of the Welfare and Institutions Code permits counties to continue the General Relief Mandate relief grant level if they provide a mandatory Welfare-to-Work program equivalent to that provided to CalWORKs recipients; and

WHEREAS, this Contract is further authorized by California Government Code Section 26227 and 31000, Welfare and Institutions Code, Section 11320 et. Seq.; and

WHEREAS, CONTRACTOR desires to provide the General Relief Opportunities for Work (GROW) Program and is qualified by reason of experience, preparation, organization, staffing, and facilities to provide the required GROW services.

THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract as follows:

**I. Part 4.0 TERM OF CONTRACT is revised to add **Section 4.3** as follows:**

Section 4.3 This Contract is extended for an additional two-year period commencing January 1, 2010 through December 31, 2011.

**II. Part 5.0 CONTRACT PAYMENT, Section 5.1, MAXIMUM CONTRACT AMOUNT, Subsection 5.1.1, is revised to add the following paragraph:**

For the period of **January 1, 2010 through December 31, 2011**, the maximum contract amount is \$\_\_\_\_\_ which covers \$\_\_\_\_\_ for direct GROW services and \$60,000 for the maximum possible bonus. The maximum amounts for the following periods shall be as follows:

January 1, 2010 – June 30, 2010 (6-month period)	\$XX
July 1, 2010 – June 30, 2011 (12-month period)	\$XX
July 1, 2011 – December 31, 2011 (6-month period)	\$XX

**III. Part 5.0, CONTRACT PAYMENT, Section 5.3 Basic Compensation, Subsection 5.3.1, is deleted in its entirety and replaced with the following:**

The fixed basic monthly compensation amounts for Orientation, Rapid Employment and Promotion Activity (REP), and Job Skills Preparation Class (JSPC) services are as follows:

All other terms and conditions in the Contract remain in full force and in effect.

The parties hereto have caused this Amendment Number Two to be executed by their authorized officers.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**CONTRACTOR**

By \_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

ROBERT KALUNIAN  
**ACTING COUNTY COUNSEL**

By \_\_\_\_\_  
David R. Beaudet  
Deputy County Counsel

\_\_\_\_\_  
Date

**AMENDMENT NUMBER THREE  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES AND  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
TO PROVIDE  
GENERAL RELIEF OPPORTUNITIES FOR WORK PROGRAM SUPPORT SERVICES**

Reference is made to the Agreement entitled "General Relief Opportunities for Work Program Support Services contract by and between Los Angeles County Office of Education and The County of Los Angeles Department of Public Social Services" dated June 29, 2006, Amendment One, dated October 3, 2007, and Amendment Two, dated June 22, 2009, further identified as County Contract Number CMD 003-06 (hereinafter referred to as "Contract").

This Amendment shall be effective as of January 1, 2010 or upon execution by the Director, Department of Public Social Services, whichever is later.

THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract to extend its provisions for an additional two-year period from January 1, 2010 through December 31, 2011 to provide GROW Program Support Services as follows:

- I. **Part 4.0 TERM OF CONTRACT** is revised to add **Section 4.3** as follows:

**Section 4.3 This Contract is extended for an additional two-year period commencing January 1, 2010 through December 31, 2011.**

- II. **Part 5.0 CONTRACT PAYMENT, Section 5.1, Maximum Contract Amount** is revised to read as follows:

The maximum contract amount is **\$12,537,515 for the sixty-six (66) month term** of this Contract. The maximum amounts for the following periods shall be as follows:

12-month period July 1, 2006 – June 30, 2007	- \$2,253,251
12-month period July 1, 2007 – June 30, 2008	- \$2,288,335
12-month period July 1, 2008 – June 30, 2009	- \$2,324,398
6-month period July 1 – December 31, 2009	- \$1,162,199
 <b>2-year period January 1, 2010 - December 31, 2011</b>	 <b>- \$4,509,332:</b>
6-month period January 1, 2010 - June 30, 2010	- \$1,127,333
12-month period July 1, 2010 – June 30, 2011	- \$2,254,666
6-month period July 1, 2011 – December 31, 2011	- \$1,127,333

- III. **Part 5.0 CONTRACT PAYMENT, Section 5.3, Basic Compensation, subsection 5.3.1,** is revised to add the following period:

**Two-year period January 1, 2010 through December 31, 2011 - \$4,509,332**

All other terms and conditions in the Contract remain in full force and in effect.



The parties hereto have caused this Amendment Number Three to be executed by their authorized officers.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

By \_\_\_\_\_  
Donald Kenneth Shelton  
Assistant Superintendent, Business Services

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

**ROBERT KALUNIAN  
ACTING COUNTY COUNSEL**

By \_\_\_\_\_  
David R. Beaudet  
Deputy County Counsel

\_\_\_\_\_  
Date